

CEIR INC

December 6
~~November 29,~~ 1961

TO: Boston Redevelopment Authority
FROM: Edward J. Logue, Development Administrator
SUBJECT: Data Processing Service Bureau Contract for GNRP Surveys

The Boston Redevelopment Authority's major summer survey effort has been successfully completed and has yielded a substantial amount of information for each of the ten GNRP areas. It is now essential that this information be analyzed and put into a meaningful form as soon as possible.

The most effective, efficient and economical way to do this is to engage a highly skilled and experienced consultant with specialized equipment and personnel. This will achieve the flexibility and the speedy return of results which we require through the use of electronic computers. The consultant will make tabulations and correlations of the data that has been collected and will provide us with a series of reports which will summarize all the information collected in the GNRP surveys, combined with data now available in the Assessing Department.

A number of firms were given the opportunity to examine the technical problems involved and three of these firms provided detailed estimates of time and cost required to do the job. The cost and time estimates submitted ranged from \$30,000 to \$55,000 and eight weeks to thirteen weeks respectively. The proposed contractor's estimate was both lower in cost and shorter in completion time than the others and at the same time the contractor's work experience assures us that personnel and equipment is available to competently complete the job.

I propose that C-E-I-R, Inc. of Boston be given the contract to provide us with electronic data processing service. C-E-I-R, Inc. is a data processing firm of international experience and reputation. They have had considerable experience in all aspects of electronic computer work and have handled data similar to that which we will present to them. The fee will be a maximum of \$30,000. It will be derived from project planning budgets. The contract will be completed within eight weeks from the date of execution of the contract.

CONTRACT

BY AND BETWEEN

BOSTON REDEVELOPMENT AUTHORITY

AND

C-E-I-R-, INCORPORATED

THIS AGREEMENT entered into as of the day of ,
1961, by and between BOSTON REDEVELOPMENT AUTHORITY, of the
City of Boston, Massachusetts (hereinafter referred to as the
"Authority" or the "Local Public Agency"), and C-E-I-R, Inc.
a corporation organized under the laws of the State of Delaware
and having a place of business at Boston, Massachusetts
(hereinafter referred to as the "Consultant" or the "Contractor").

WITNESSETH THAT:

WHEREAS, the Authority has, under dates of January 4,
1961, entered into Contracts for Advances with the United States
of America providing for financial aid to the Authority under
Title I of the Housing Act of 1949, as amended; and

WHEREAS, pursuant to such Contracts the Authority is
undertaking certain activities necessary for the preparation
of plans for the following General Neighborhood Renewal Plan
Areas located in the City of Boston, shown on maps on file
in the office of the Authority (hereinafter called the "GNRP
areas"): CHARLESTOWN, R-42, SOUTH END, R-43, EAST BOSTON, R-44,
DOWNTOWN NORTH, R-45, DOWNTOWN, R-46, BACK BAY, R-47,
PARKER HILL-FENWAY, R-48, JAMAICA PLAIN, R-49, ROXBURY-NORTH

DORCHESTER, R-50, and SOUTH BOSTON, R-51; and

WHEREAS, the Authority desires to engage the Contractor to render certain technical advice and services in connection with such undertakings of the Authority.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

SECTION I. Scope of Services.

The Contractor shall perform all the necessary services provided under this Contract in connection with and respecting the GNRP Areas and shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Authority, the following:

(a) Consult with and advise the Authority, and its authorized representatives, at such time or times as may be mutually convenient regarding the functions performed and to be performed hereunder;

(b) Perform such activities, analyses, and studies; and furnish such machines, equipment, supplies, materials and services, as are necessary or appropriate to enable the Contractor to perform properly the functions required under this Contract;

(c) Prepare and deliver to the Authority a record file of the information contained in the GNRP survey file hereinafter described in Section II hereof;

(d) Prepare and deliver to the Authority a record file of the information contained in the Assessors' file hereinafter described in Section II hereof;

(e) Prepare and deliver to the Authority two copies on magnetic tape of a record file, of data for all parcels of land in the GMRP Areas, in which each item in the file comprises all of the following information relating to a specific parcel of land, and the buildings thereon, such information to be based upon the two source files hereinafter described in Section II hereof, and furnish to the Authority, or its representatives, all information and instructions necessary to enable the Authority, or its representatives, to make full and efficient use of said record file:

- (1) Survey area number
- (2) Bromley Block number
- (3) Boston Redevelopment Authority area number (based on census tracts)
- (4) Ward number
- (5) Assessors parcel number
- (6) City ownership (yes or no)
- (7) Area of lot (sq. ft.)
- (8) Land covered by building (sq. ft.)
- (9) Per cent of land covered by building
- (10) Total floor area (sq. ft.)
- (11) Number of floors
- (12) Vacant floor area (sq. ft.)
- (13) Residential floor area (sq. ft.)
- (14) Commercial floor area (sq. ft.)
- (15) Wholesale floor area (sq. ft.)
- (16) Industrial floor area (sq. ft.)
- (17) Institutional floor area (sq. ft.)
- (18) Parking garage floor area (sq. ft.)
- (19) Number of dwelling units
- (20) Type of construction (fireproof, non-fireproof, or frame)
- ✓ (21) Exterior building condition (A,B,C or D)
- (22) Owner's name (may be multiple)
- (23) Owner's address
- (24) Street address of parcel (may be multiple)
- (25) Land assessment, 1961 (\$100's)
- (26) Building assessment, 1961 (\$100's)
- ✓ (27) Total assessment, 1961 (\$100's)
- (28) Category of exemption, if tax exempt

Said record file of data shall be prepared by the Contractor by performing such data processing operations as may be necessary to combine the two source files hereinafter described in Section II hereof, with provisions satisfactory to the Authority for the detection and correction of such errors in such files as might decrease the value and usefulness of the record file to be prepared.

(f) Prepare and deliver to the Authority reports (in the number of copies stated herein) as follows:

- (i) in six (6) copies, a listing of all items of information in the record file of data to be prepared under subparagraph (c) hereof;
- (ii) in two (2) copies, a listing of all items of information contained in the GNRP survey source file, hereinafter described in Section II, hereof, as recorded for the Authority.
- (iii) in two (2) copies, a listing of all items of information contained in the Assessors' source file which is relevant to the GNRP survey data, hereinafter described in Section II hereof, as recorded for the Authority under conditions described in Section II below:

(iv) in six (6) copies each, one or more reports containing tabulations and summaries of information included in the record file to be prepared under subparagraph (e) hereof, such tabulations and summaries to be accumulated by block, BRA area, and GNRP area, and to include totals for all items of information included in the file and totals for the following:

- (1) number of dwelling units, absolute and as percent of total Dwelling Units, and ratio of Dwelling Units to lot area, subtotaled by building condition, type of construction, and by whether or not owner occupied (from comparison of owner's address with building address), accumulated by building, parcel, block, BRA area and GNRP area;
- (2) Number of buildings, subtotaled by predominant use of building, building condition, and type of construction; accumulated by parcel, block, BRA area, and GNRP area;
- (3) Number of parcels, percent of lot covered by buildings, total floor area in buildings, total lot area, ratio of

total floor area to lot area, vacant floor area, assessed building value per square foot of floor area, assessed land value per square foot of lot area, total assessed value per square foot of lot area, sub-totaled by predominant use of parcel, said uses to include residential, industrial, commercial, wholesale, and parking garage, vacant and mixed use, and by whether tax-exempt or not; accumulated by parcel, block, BRA area, and GNRP area;

- (4) For all tax-exempt property, the number of parcels, percent of lot covered by buildings, total floor area in buildings, total lot area, ratio of total floor area to lot area, vacant floor area, assessed building value per square foot of floor area, assessed land value per square foot of lot area, total assessed value per square foot of lot area, name of owner, subtotaled by category of tax-exempt use (approximately 40 categories), accumulated by block, BRA area, and GNRP area.

- (v) in six (6) copies, a listing of all owners of property and their mailing address, by

street address, by parcel number, by block, by BRA area, and by GNRP area;

- (vi) to the extent funds are available therefor under the maximum amount of this Contract, totals by such category or categories as the Authority shall from time to time specify.

(g) All reports to be furnished under this Contract shall be prepared in such format or formats as shall be approved by the Authority after consultation between the Authority or its representatives and the Contractor in order that they shall be most useful for utilization in the renewal planning activities of the Authority.

SECTION II. Information to be used by the Contractor

(a) The Contractor shall, in performing the work under this Contract, use the following source files of data:

- (i) a file of survey data, referred to as the "GNRP source file," consisting of handwritten data summarizing the results of surveys, computations, and planning analyses, entered on sheets of approximately 18 inches by 24 inches, filed by block number within each GNRP area. The Authority shall make such source file available to the Contractor at any and all reasonable hours, promptly upon request, at the offices of the Authority, presently located at Quincy

Market, Boston, Massachusetts, or at City Hall Annex, Boston, Massachusetts.

(ii) A file of information, referred to as the "Assessors source file", consisting of data punched on Remington Rand cards of a form suitable for processing in Remington Rand electronic calculating machines, or of data handwritten on paper cards. Such file of information is located in the Assessors office, City Hall Annex, Boston, Massachusetts. The Authority shall make all reasonable efforts to obtain reasonable access for the Contractor to such file of information, but does not represent or guarantee that such file, or any part thereof, may be removed from the Assessor's office.

(iii) The Contractor shall be fully responsible for the careful handling, preservation and safe-keeping of the foregoing files of data and shall replace in full and identical form, within a time reasonable in terms of the Authority's or Assessors' needs, any and all items of information, and

the papers, cards or other materials, upon which they are recorded, which shall become damaged, destroyed, lost, stolen or otherwise placed beyond the immediate, full and economically reasonable utilization by the Authority or the Assessors. If requested by the Authority or its representatives, the Contractor shall furnish police guards and/or post reasonable and appropriate bond.

(b) The Contractor shall perform the work of merging the information contained in the GNRP source file and the Assessors' source file in such manner that said files shall be retained for record in their separate, uncombined forms, on magnetic tape, in such form and with such instructions and specifications as to allow for full and proper utilization by the Authority whenever it so shall desire.

SECTION III Performance Time.

The services of the Contractor shall commence promptly upon the date of execution of this Contract, and shall thereafter be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of this Contract; provided, however, that all services required herein shall be completed within fifty-six (56) consecutive calendar days from the date of execution of this Contract, or from the date upon which the Authority first makes available to the

Contractor the GNRP file described in Section II hereof, whichever shall be later.

(a) Notwithstanding such completion time, the Contractor shall, at no further expense to the Authority, retain and store for a further period of 90 days the tapes and/or punched cards which the Contractor is required to prepare and deliver to the Authority, and shall at the end of such period deliver or dispose of such tapes and/or cards in accordance with written instructions from the Authority or its representatives.

SECTION IV. Compensation and Method of Payment.

The Authority shall pay compensation to the Contractor in the following amounts and manner, in every case subject to receipt of a detailed and itemized requisition for payment from the Contractor specifying, in addition, that it has performed the work under this Contract in conformance with the Contract and that it is entitled to receive the amount requisitioned under the terms of this Contract:

(a) a sum representing the compensation due the Contractor under this contract for the work performed during each month shall be due within thirty days of receipt of a detailed and itemized monthly requisition for payment. However, in no case shall total payment to the Contractor exceed 90% of the total compensation due the Contractor upon completion of this contract, except as specified in paragraph (b) hereafter.

(b) a final sum representing the remainder of the compensation due the Contractor shall be due on the

date on which the Authority or its representatives approves the reports supplied under this Contract together with any necessary or desirable revisions thereof which it may have requested and received in accordance with the terms of Section VI (a) below.

(c) the amount of compensation will be computed upon the following rates:

(i) Hourly machine service:

1. IBM 7090 Data Processing System -
use between 9 AM and 6 PM, Monday
through Friday, exclusive of
holidays - \$550.00 per hour;
2. IBM 7090 Data Processing System -
Use except between 9 AM and 6 PM,
Monday through Friday, exclusive of
holidays - \$450.00 per hour;
3. IBM 1401 Data Processing System -
\$75.00 per hour.

Said hourly machine rates include the costs of use of related equipment, incidental building services, and machine and equipment operators' services.

(ii) Programming personnel:

1. Junior programmer - \$10.00 per hour;
2. Programmer - \$13.12 per hour;
3. Senior programmer - \$15.00 per hour;
4. Analyst - \$20.00 per hour.

(iii) Materials and authorized subcontracts:

At the Contractor's cost, which shall not be unreasonable

The foregoing rates and costs include all overhead, indirect and administrative expenses, profits, and all taxes currently in effect.

The Contractor shall maintain and preserve full and accurate records of times and costs which shall be open to the Authority for inspection and review at any and all reasonable times.

Notwithstanding the foregoing, it is expressly understood and agreed that in no event will the total compensation to be paid hereunder exceed the maximum amount of \$30,000 for all of the services required under this contract.

SECTION V. Terms and Conditions.

This Contract is made subject to and incorporates the terms and provisions attached hereto as Part II: "Terms and Conditions," Housing and Home Finance Agency Form H-621 B (7-57).

SECTION VI Other Provisions.

(a) In no event shall the completion of the services required by the terms of this Contract relieve the Contractor of the responsibility for preparing and furnishing to the Authority, without additional compensation, any revisions required by the Authority resulting from original error or non-compliance with submission requirements on the part of the Contractor.

(b) All programs, documentation, output and other information, including tapes and cards, prepared under or in connection with this Contract shall become the property of, and be delivered to, the Authority, together with such descriptions and instructions as to allow for full and proper utilization by the Authority whenever it so shall desire.

BOSTON REDEVELOPMENT AUTHORITY

Attest:

By

Title

Contractor

Attest

By

Title

Statement of Contractor's Qualifications

C-E-I-R, Inc. (Corporation for Economic and Industrial Research) of 330 Stuart Street, Boston, is the world's largest independent firm of its kind, with wide experience in the analysis and solution of problems of business, industry, government, and finance.

C-E-I-R's staff of over 350 includes computer programmers, mathematicians, statisticians, scientists, economists, engineers, market research experts, and operations analysts; their business volume is at a current annual rate of over \$8,000,000.

C-E-I-R is well equipped to handle highly complex data processing problems, from the purely mechanical processes of punching cards, to the most sophisticated aspects of programming and job management. Because they have a highly competent and trained staff in their Boston office, C-E-I-R is most qualified to handle the problems of data processing for the Redevelopment Authority.

C-E-I-R's varied and extensive work history includes the following clients; and many others:

- American Oil Co.
- A.D. Little, Inc.
- Bell Telephone Laboratories
- Esso Standard Oil Co.
- General Electric Co.
- General Motors Corp.
- Raytheon, Inc.
- U.S. Dept. of Commerce
- National Capital Planning Commission
- Puerto Rico Economic Development Administration
- Puerto Rico Planning Board
- Tennessee Valley Authority
- Veterans Administration

The backgrounds and experience of the major officers of C-E-I-R, including Philip Dolan, Director of the Boston center, are described on pages 8 and 9 of the attached brochure. The personnel who will be immediately responsible for supervising the Authority's contract are William Scott and Thomas L. Donahue; their resumes are also attached.

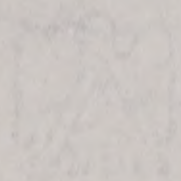
Exhibit A

VOTED: That the Development Director be authorized to execute a contract with C-E-I-R Inc. of Boston, Massachusetts, for data processing services to be performed with respect to the General Neighborhood Renewal Planning Areas of:

Charlestown. R-42
South End R-43
East Boston R-44
Downtown North R-45
Downtown R-46
Back Bay R-47
Parker Hill-Fenway R-48
Jamaica Plain R-49
Roxbury-North Dorchester R-50
South Boston R-51

for a maximum fee of \$30,000.00, subject to the approval of the Urban Renewal Administration.

Document No. 175
Voted at Meeting of 12/ 13 / 61



EAGLE

FRANSON BOND

257-2111-1111-1111